



Version 2.7

[www.besavvy.com](http://www.besavvy.com)

# Savvy User Guide

# Table of Contents

<a href="#">Introduction</a>	3
<a href="#">Requirements</a>	4
<a href="#">Savvy CM compatibility with operating systems and browsers</a>	4
<a href="#">Savvy Toolbar</a>	5
<a href="#">Add Page</a>	5
<a href="#">Delete Page</a>	5
<a href="#">Manage Templates</a>	5
<a href="#">Rebuild Site</a>	6
<a href="#">ReIndex Site</a>	6
<a href="#">Site Map</a>	6
<a href="#">Site User Rights</a>	6
<a href="#">Upload File</a>	6
<a href="#">User Manager</a>	6
<a href="#">Page Admin</a>	7
<a href="#">Edit MetaData</a>	7
<a href="#">Page User Rights</a>	7
<a href="#">Rebuild Page</a>	7
<a href="#">Reports</a>	7
<a href="#">Aged Content</a>	7
<a href="#">Pending Publication</a>	7
<a href="#">Log Out</a>	7
<a href="#">Content Object Buttons</a>	8
<a href="#">Edit</a>	8
<a href="#">Action</a>	8
<a href="#">History</a>	8
<a href="#">Publish Object</a>	8
<a href="#">Publish Page</a>	8
<a href="#">Request Publication</a>	8
<a href="#">User Rights</a>	8
<a href="#">Compatibility</a>	9
<a href="#">Copyright</a>	10

# Introduction

Savvy Content Manager is designed to be easy to use. The following document is intended to be useful for those editing content within the site. For information about installing Savvy CM, creating new templates, using the editor, or administering the content management system please see the related documentation.

This document will demonstrate how to use the various Savvy CM Tools and options. All users who log into Savvy CM see buttons for Savvy Tools, Edit and Action. Each of those buttons allows a user to control how Savvy CM behaves or how information on your site is displayed.

Also note that your administrator for Savvy CM designates the rights that you have for using Savvy CM. Not all of the following options may be given to you, depending on how they have created your user account. If you have questions about buttons or options that are described here, but not available to you please contact your Savvy CM administrator.

## Requirements

You can edit web content with Savvy CM from anywhere, without having to download or install any special program (supposing you have already installed Savvy CM into your web site and have it properly configured). All you need is a computer with an operating system and an web browser. This can be your local computer or any other computer.

This user manual requires that you have installed:

- ◆ An operating system: **Windows XP/2000/2003, MAC OS X, Linux, Solaris**;
- ◆ An Internet browser: **Microsoft Internet Explorer 6, Mozilla 1.4** or above, or **Firefox** for Windows.

### ***Savvy CM compatibility with operating systems and browsers***

- ◆ Windows - MSIE 6.x, Mozilla 1.4, 1.5, 1.6, Firefox 1.x (not Opera);
- ◆ MAC OS X -Mozilla 1.4, 1.5, 1.6 (NOT safari, opera, MSIE);
- ◆ MAC OS 9 - NOT supported (Mozilla does not work with it);
- ◆ All other OS's that support Mozilla 1.4+.

## Savvy Toolbar

The Savvy Content Manager toolbar is where your options for using savvy reside. Anything that is not specific to an area of content to be edited will be under this toolbar. The options that show up under this toolbar will vary based on the rights that have been granted to you by your administrator. This guide will show you the most common options. Other toolbar options do exist, but are used specifically by administrators and will be described in detail in the administrator guide manual.

### **Add Page**

Adding pages with Savvy CM is as simple as selecting this option. You will be presented with a list of templates you have been given rights to create pages from. These templates are the layouts of your page. Commonly templates are made for different sections of the web site. Choose your template from which to create the page.

Once you have selected a template, you will be prompted to name the page and enter or modify the keywords and other page data for that page.

Page Name: The page name should be unique (unless overwriting an existing page) and not contain any special characters or spaces. A good example of a page name is 'Newsletter\_December\_2004.cfm' or products.cfm. A bad name would be something like 'Joes Pages!.cfm' You can use the \_ character or the – when naming pages.

Page Title: This is the title that shows up in the bar at the top of your browser window. Typically Savvy CM automatically enters a default title for you. You can always edit this information later.

Page Description: This is useful for search engines. It is a description of the information found on your page. Often Savvy CM will put default information here. You can edit this information later if required.

Page Keywords: This is also useful for search engines. Often Savvy CM will put default information here. You can edit this information later if required.

### **Delete Page**

Deleting pages is often only granted to persons who can also create pages. This removes the page from your web site. Any person who clicks on a link to visit the deleted page (from other pages in your site, other sites, or search engines) will be given an error.

Typically you don't need to delete pages. However there are times when you no longer want the page or data to be available. Click on Delete Page, and confirm. Make sure you are on the page you want deleted. DO NOT delete the home page of your web site!

Once the page has been deleted it is possible to undelete. Visit the Site Map option on your Savvy CM toolbar. Go to the section of your web site, and the page that you want re-enabled. (it will be listed in the disabled section). Click on enable to have that page recreated. All of your previous content will be automatically added back to that page.

### **Manage Templates**

This is used by system administrators to create and register new templates with Savvy CM. See the administration guide for additional information.

## ***Rebuild Site***

This is used by system administrators to rebuild pages based on updates to templates. See the administration guide for additional information.

## ***ReIndex Site***

This tool is for re-indexing a site for the site's internal search engine. If you use Savvy CM's search tool, you will need to periodically reindex the site. Once choosing this option you will be presented with a choice of which templates to reindex. It is recommended to only reindex the templates that have had updates to them. Either in new pages or from updated content in existing pages.

This process can be resource intensive and take a few minutes to complete. It is best to only run it when necessary and only for the templates required.

## ***Site Map***

The site map is a listing of all of your sites templates, and all pages created from each template. It is a good resource to get to pages that you can't find through navigating your web site, or to undelete pages that you may have deleted earlier.

## ***Site User Rights***

This option allows a user to apply user rights for editing, publishing, or using history. It applies these rights to the ENTIRE web site. All content objects in all pages will have the rights updated for that user based on what is selected here. This is an option that should only be available for a few users.

If you wish to adjust user rights for a specific page or object then use either the Page User Rights option (described below) or alter the user rights for the object itself. Object user rights can be found by placing your mouse cursor over the action button for that content object. If you do not have an user rights option, then contact your site administrator to get that option turned on for you, or to have that person make the change.

## ***Upload File***

Using this tool will allow you to upload a document of any kind off of your personal computer onto the web server. All files you upload here will be placed in your web site under a folder called uploads. If you need to upload to another place, or have to see what files already exist, use the Savvy Editor utility. In the Savvy Editor click on the link button. Then click on the folder in the link properties display a the bottom of the editor screen (blue folder). You can upload documents in that interface or browse the files currently in your web site. See the Editor Guide documentation for more information.

## ***User Manager***

This is an option typically for power users or administrators. You are able to create and disable users of Savvy CM. In addition you can view the history of that user, and alter their user privileges. All user privileges pertain to the users ability to log in and options shown on the savvy tools button. Other options specify what options the user has available to them in the Savvy Editor. Privileges specific to a users ability to edit content should be specified under site user rights, or page user rights, or under user rights from the content object.

## Page Admin

### ***Edit MetaData***

Meta data is the title, keywords and description of your page. This is the same information that was entered when creating your page. From this interface you can edit that information. When saved the new information is placed into the page.

### ***Page User Rights***

This option allows a user to apply user rights for editing, publishing, or using history. It applies these rights to the entire page you are currently viewing. All content objects in that page will have the rights updated for that user based on what is selected here. This is an option that should only be available for a few users.

If you wish to adjust user rights for the whole site or an object then use either the Site User Rights option (described above) or alter the user rights for the object itself. Object user rights can be found by placing your mouse cursor over the action button for that content object. If you do not have an user rights option, then contact your site administrator to get that option turned on for you, or to have that person make the change.

### ***Rebuild Page***

Similar to rebuilding a site, you can rebuild just one specific page. This is often useful when testing a revised template. The best practice is to upload the revised template, then create a new page off of that template. If any changes need to be made, upload the revised template again, and then rebuild the page. Do so until you are happy with the template. If the updates need to be made to the whole site based on the uploaded template(s) then after all testing is complete, use the rebuild site option.

Note again that this option is only available typically to site administrators.

## Reports

### ***Aged Content***

Aged content report is for viewing pages that may have not been updated in a specified period of time. This is useful to help determine where updates should be made or if there are neglected areas of your web site.

### ***Pending Publication***

Pending publication report is to determine which pages of the site have information that has been updated but not published. It is a good idea to view this report periodically to see if there has been a forgotten update.

## Log Out

You should always log out of Savvy CM when you are done editing. If you have not made updates or used Savvy CM for a while after logging in, you will automatically be logged out.

# Content Object Buttons

## Edit

This option opens the Savvy Editor window so you can edit the content. If you do not have this button showing for your content area then either that area is not editable as defined by the template or you have not been given rights to update that content. After you have updated and saved your content it will be shown in preview mode. The action button will be orange and your changes are pending publication. For detailed information about the editor, see the Savvy Editor Guide documentation.

## Action

This button has many options as detailed below. If you see none of these options than your administrator has not given you rights for this object.

### *History*

This lists the content object as it currently exists, and the past several iterations of that content object. You can scroll down to the version of the object and if required click on 'revert to...' link to revert to that version of the content.

### *Publish Object*

This allows you to publish the updated content object that is currently in preview mode. Until you publish the updated content object no visitors to your site will see the changes that have been made. Objects can be pending publication for an indefinite time. It is ok to leave them pending publication while you seek approval or feedback from others or require more time to continue revising the content.

### *Publish Page*

Publish page is the same thing as publish object, but will publish all objects that require publishing at the same time. This is useful when you have multiple objects on a page and have updated many of them.

### *Request Publication*

This option is for people who are able to edit an object, but do not have a publish object or publish page option. It will allow you to send a request to another user of Savvy CM who does have that right. Enter your comments and select a user then submit.

Your request will be emailed to the specified user along with a copy of the original content and your updates. They will then have a link to the page and will be able to publish the content as appropriate.

### *User Rights*

This is where an administrator can specify the user rights for a specific object. You may specify which users may edit, publish and view history on the specific object. This option is typically only available for power users or administrators.



## Compatibility

The editor will function ONLY in Mozilla 1.4 or greater (on any operating system), MSIE 6.0+ and Firefox for Windows. When it is loaded in a non-supported browser, it will be rendered as a simple text area with no toolbar.

### Internet Browser

- Internet Explorer 6.0 +
- Mozilla 1.4, 1.5 (or greater),
- Firefox for Windows

### Operating systems

- Windows NT, 2000, XP, 2003
- Linux
- Mac OSX
- Solaris

The edited pages work in any modern browser, although small compatibility issues might appear. This mainly depends on HTML standards recognized by each browser.

## Copyright

Windows is a trademark of Microsoft Inc.

Internet Explorer is a trademark of Microsoft Inc.

Word is a trademark of Microsoft Inc.

Word viewer is a trademark of Microsoft Inc.

Redhat is a trademark of Redhat Inc.